



COMMISSIONER  
Jon Weizenbaum

## Statement of Responsibility

The state charge card program is an important privilege that is intended to facilitate official business travel by Department of Aging and Disability Services (DADS) staff. This program must be responsibly managed by DADS. Your adherence to the stipulations on the Citibank Corporate Cardmember Agreement and the policy guidelines in the *DADS Operational Handbook* is vital to ensure that DADS continues to enjoy this privilege and that neither DADS or you are exposed to public criticism or personal financial hardship.

Please read the Citibank Corporate Cardmember Agreement. This agreement is between you and Citibank. DADS is in no way obligated and cannot be held liable for any expense you incur with this card. The following information is from the *Operational Handbook*. For more detailed information, rules and guidelines, please read Item C-4130, Travel Policies, in the *DADS Operational Handbook*.

### **DADS Operational Handbook, Item C-4131, State Travel Charge Cards**

#### Allowable Charges

State charge cards are issued for official state business only. Employees must not use the card for personal charges. **Violations may result in card revocation. Abuses, overdue accounts and use for personal or non-business related reasons may result in disciplinary action up to and including dismissal.**

#### Payment Responsibility

DADS assumes no responsibility for any charges on any state charge card. Delinquent accounts are prohibited. DADS uses normal voucher procedures to reimburse valid expenses. Employees are expected to use their reimbursement to pay the charges on their state charge card account. **DADS will revoke all accounts that are 60 days delinquent.** A letter will be sent to the employee revoking the card with copies to the appropriate assistant commissioner/ADOA/CFO/COO and supervisor. An employee whose card has been revoked will not be eligible for a DADS corporate charge card for 12 months. **Abuses, overdue accounts and use for personal or non-business related reasons may result in disciplinary action up to and including dismissal.**

#### Unauthorized Use of Charge Cards

Noncompliant use – Delinquency reports will be monitored and notices sent to the appropriate assistant commissioner/ADOA/CFO/COO and employees of nonpayment by employees. **This notification may result in a request for cancellation of an individual corporate card. Abuses, overdue accounts and use for personal or non-business related reasons may result in disciplinary action up to and including dismissal.**

I, \_\_\_\_\_, have read and understand the responsibilities outlined in this  
(print name)

Statement of Responsibility. I agree to abide by the guidelines on the Citibank Corporate Cardmember Agreement; in the *DADS Operational Handbook*; and in the *Human Resources Manual* (HRM) regarding DADS work rules. I understand that any violation of the Citibank Cardmember Agreement or policy in the *DADS Operational Handbook* or HRM regarding corporate charge cards may result in cancellation of my individual corporate charge card.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I certify that this employee has met the required criteria of need as determined by DADS for a state charge card.

\_\_\_\_\_  
Signature-Supervisor

\_\_\_\_\_  
Date